## Connecticut Hazardous Waste Manifests Database

Due to limitations inherent to Microsoft Access, the Department has migrated this database to Microsoft SQL Server. The user interface will remain the same. However, if you do not already have Microsoft SQL Server you must download and install it to use this database. Microsoft provides a free download of this software. Instructions are included in this package.

Print these instructions before continuing

#### **Overview**

Follow these instructions to:

- A. Download the Manifest Database and associated files now free
- B. Download and install Microsoft SQL Server 2008 R2 Express *free from Microsoft*
- C. Activate the Manifest Database user interface
- D. Update your data

A step by step guide is provided on the following pages.

#### A. Download the manifest database and associated files.

- a. Create a folder to temporarily store downloaded files. I set up a folder and subfolder on my "C" drive for all downloads called "C:\Temp\Downloads".
- b. Click this link: <u>ftp://ftp.state.ct.us/pub/dep/waste/manifest/ManifestFiles.exe</u>
   Choose "Save", then specify the folder you identified in step a. Click "Save".
- c. Open "My Computer" and navigate to the folder where you saved the file you just downloaded, named "ManifestFiles.exe". Double click it to get:



click "Run" to get:







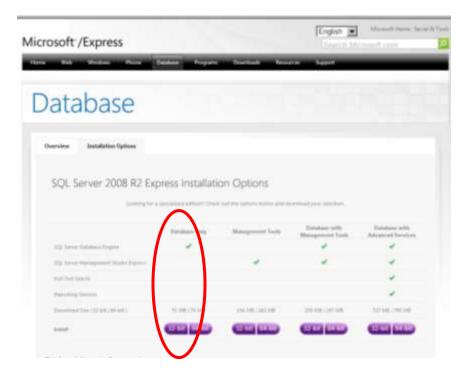
click "OK", then click "Close".

d. Click this link: <a href="ftp://ftp.state.ct.us/pub/dep/waste/manifest/Manifest.exe">ftp://ftp.state.ct.us/pub/dep/waste/manifest/Manifest.exe</a> Choose "Save", then specify the folder "C:\Manifest\_Data". Click "Save".

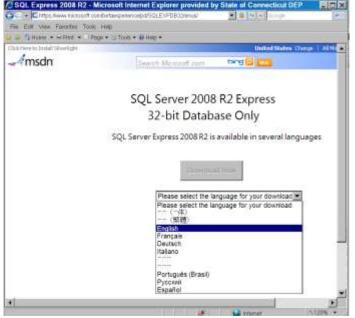
Wait – this file will take a few minutes to download to your PC.

# B. Download and install Microsoft SQL Server 2008 R2 Express (Free download from Microsoft)

Click this link: <a href="http://www.microsoft.com/express/Database/InstallOptions.aspx">http://www.microsoft.com/express/Database/InstallOptions.aspx</a>



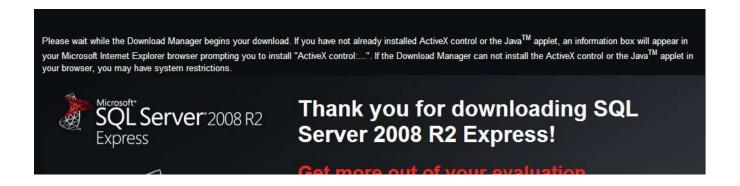
Choose the 32 Bit "Database Only" version to bring up the window shown below.



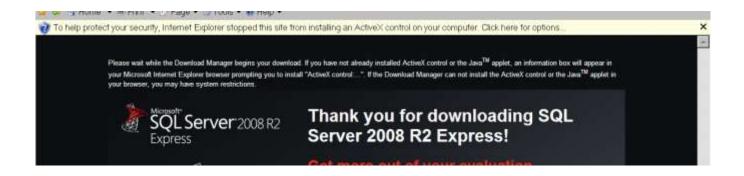
Select the language and then click "Download Now"

This starts the download process.

Wait...



You may be prompted to allow Microsoft to install an "ActiveX" control. Look for the highlighted bar:



If it appears, you must click on the highlighted bar and give permission to install the "ActiveX control".





Specify a location on your "C" drive where you can find this file later. I previously set up a folder and subfolder on my "C" drive for all downloads called "C:\Temp\Downloads".

Once the download is finished, close your Internet browser window(s).

Open "My Computer" and navigate to the folder where you saved the SQL installation file from the previous step. *The file name will be* "SQLEXPR32\_x86\_ENU.exe" or something similar to this.

Double click on the file you downloaded in the above step to start the installation process.

Wait... it will take a couple minutes to launch the installer. It will also check to see if your computer has the required resources.

If you do not have certain other Microsoft support programs on your computer, such as Windows Installer 4.5, the installation manager will provide a link to download and install them at this time.

The installer will extract the files and in a couple minutes, open this window:



Click on the appropriate link from the right-hand (white) panel. For most, this will be a new installation, so click the top link: "New installation...". Also choose this link to simply add a new "named instance".

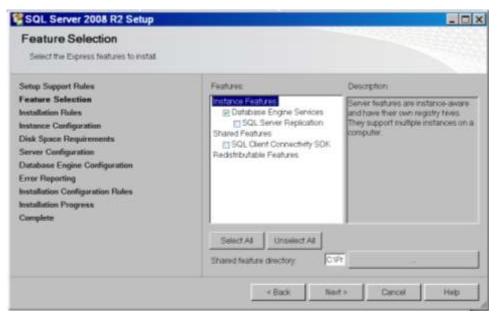
You may also review the system requirements by choosing the "Planning" link from the left-hand (grey) panel.

Wait...

Accept the license terms and click "Next".

Wait...

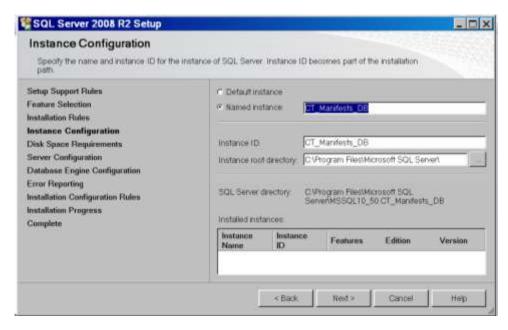
#### **Feature Selection**



All you need to use the manifests database is the "Database Engine Services", so you can uncheck the other Instance Features to reduce resource demands.

Click "Next" to go to:

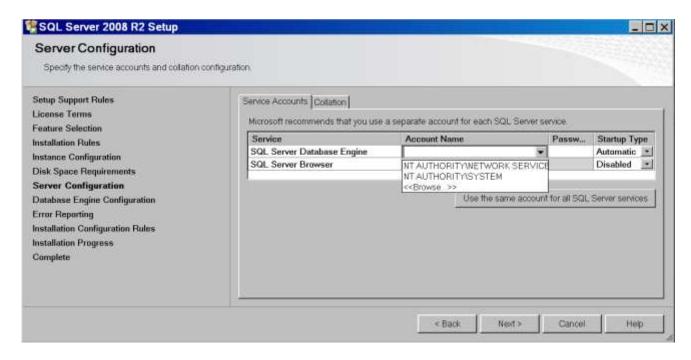
## **Instance Configuration**



Choose: "Named instance" and replace the current name with: "CT\_Manifests\_DB" (This exact name is required!)

This will also put this name into the "Instance ID" field. Click "Next"

## **Server Configuration**



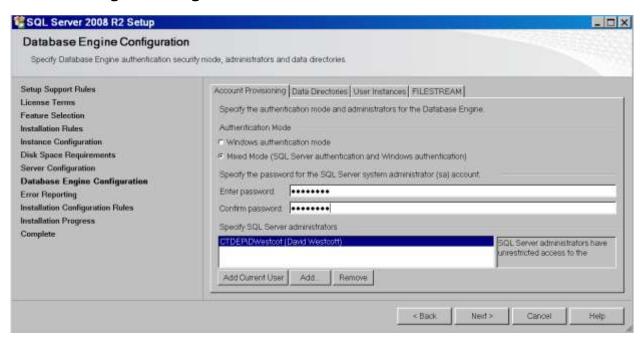
Make sure the "Service Accounts" tab is selected.

For the row labeled "SQL Server Database Engine"

- Click the drop down arrow for "Account Name" and choose the "...Network..." account name.
- Do NOT enter a password.
- Make sure the "Startup Type" is "Automatic".

Click "Next"

## **Database Engine Configuration**

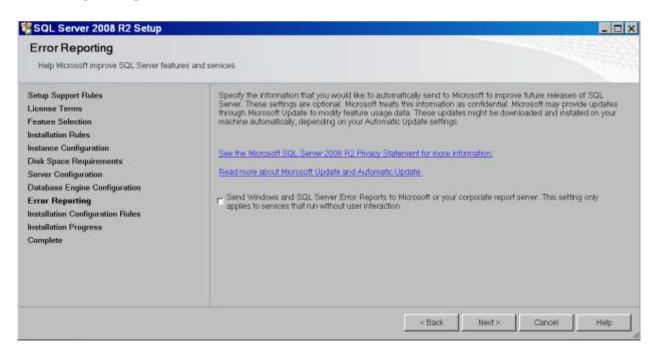


Select the tab "Account Provisioning"

- Select the "Authentication Mode" as "Mixed Mode"
- Enter the password: "Welcome1"

Click "Next"

## **Error Reporting**

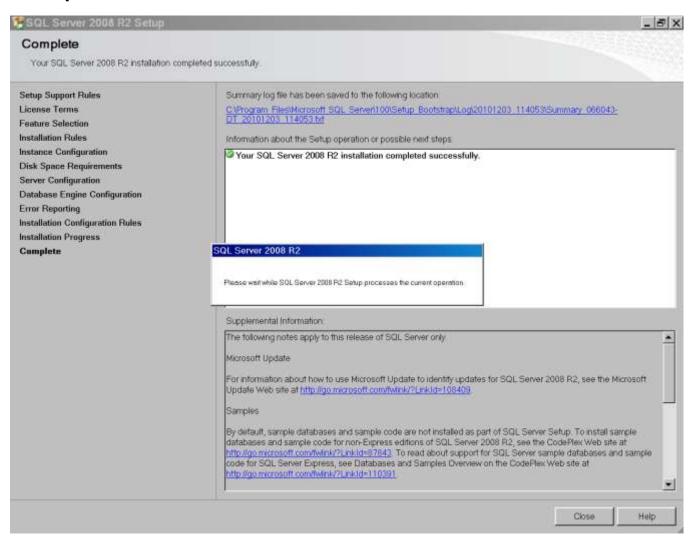


Leave this box unchecked and click "Next".

The installer will now run through the "Installation Configuration Rules" and check the "Installation Progress" without your input.

Wait...

#### **Complete**

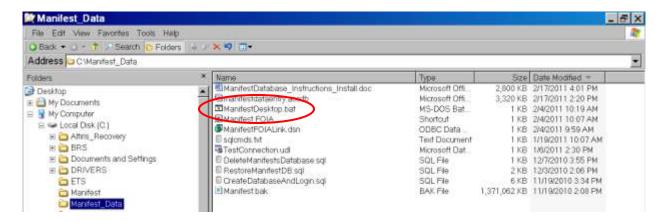


Wait...

You have finished the Microsoft SQL Server 2008 R2 Express installation!

### C. Activate the Manifest Database user interface

Navigate to the folder: "C:\Manifest\_Data" and double click the file named: "ManifestDesktop"



Follow the prompts on your PC screen.

The 3<sup>rd</sup> step may take a few minutes... wait...

You should now be able to see this icon



on your desktop.

Print out the instructions: C:\Manifest\_Data\ManifestDatabase\_Instructions.doc

# D. To update your database

Navigate to the folder: "C:\Manifest\_Data" and double click the file named:

ManifestsDatabase\_Update.doc

Follow the instructions in this file to update your data as often as you desire.